

Summary of Federal Women's Program Conference

2 - 3 October 1978

A. Board Chair

1. FWPM will act as Board chair to provide continuity, information and administrative support.
2. A co-chair will be elected to serve a six month tour. To be elected at October meeting.
3. Duties of co-chair will include
 - a) assist in chairing meetings
 - b) ensure minutes of meeting are taken
 - c) follow up on action items
 - d) sign Board correspondence

B. Board Council (see charter)

1. Will meet between Board meetings to:
 - a. Initiate Agenda items
 - b. Channel action to committees
 - c. Draft statements, papers, etc. for Board consideration.

C. Directorate Coordinators responsible for:

1. Keep other directorate Board members informed
2. Circulate minutes to Working Group
3. Liaison between Board and Working Group
4. Assist directorate in selection of directorate representatives (Ensure selection procedures are followed)
5. Interact with directorate EEO Officer
6. Member of the Board Council

D. Committees

To be chaired by a Board member with members to include Working Group members and other interested women.

1. Historian/Secretary

- a. Archives and Board History
- b. Prepare packet of information to new members.
- c. Prepare annual report
- d. Ensure minutes are taken

2. Membership Chair

- a. Maintain a list of past Board members and women interested in participating activities for committee chairs to draw from. Include those volunteering but not selected for Board.
- b. Keep record of those who participate.
- c. Prepare notes of thanks.

3. Programs

Work with FWPM in developing programs on women or for women.

4. Publicity

a. Assist Program Committee & FWPM

b. Explore notes to managers

c. Consider pamphlet outlining where women can go for help (rape hot line, battered women, etc.)

d. Ideas for bulletin boards.

e. Write articles for newsbriefs

5. Legal

to monitor public law, management, agency regulations for areas of possible discrimination

E. Objective

In setting objectives, consider

1. limit to a few

2. be realistic

3. Prioritize and do one at a time.

Mr.

CARLUCCI'S

SPEECH

TO

THE

FEDERAL WOMEN'S PROGRAM COORDINATORS

3 October 1978

Paper for Federal Women's Program Conference
2-3 October 1978

I. Federal Women's Program Manager and the Board

A. Responsibilities of Federal Women's Program Manager:

1. Provides ^{coordination} direction and guidance to the Board, chairs meetings as necessary.
2. Holds regular meetings with the Council of the Board (see Charter) to develop agendas and monitor progress.
3. Provides members with data on the status of women in CIA, information on issues affecting women, suggestions for Board projects.
4. Administrative support - maintains the Board's official files, sees that vacancies are filled, new members briefed, maintains current list of members, etc.
5. Explains role of Board and its projects when speaking to Agency groups.

membership list -

6. *Shall seek advancement as issues become apparent -*
B. Responsibilities of Co-Chairperson

1. Chairs meetings as necessary
2. Ensures minutes of meetings are taken and agenda items are followed. Follows up on action items. Formalizes the agenda. *with guidance of Steering Committee.*
3. Signs Board correspondence, *"include report Working Groups - as necessary"*

II. Federal Women's Program Manager and Working Groups

1. Working Groups will come under the Federal Women's Program Manager.
2. Federal Women's Program Manager provides guidance and direction. Assists in identifying Directorate issues. Ensures cooperation with Directorate EEO officers. Keeps women's groups informed on women's issues. Works closely with Coordinator and Chairperson.

3. Coordinator - responsible for communication between Working Groups and Board. Assists Chairperson in planning Groups' activities.
4. Board - Will be kept fully informed on Working Groups' activities by the Coordinator. Can task the Working Groups to perform the Directorate portion of a study Board is doing.
5. Board should utilize members of the Working Groups to serve on Board committees to promote a coordinated effort.

III. The First Tasks of a full-time Federal Women's Program Manager will be:

1. Write final report for Task Force on Sex Discrimination.
2. Develop a written description of the Federal Women's Program with goals and objectives. Will seek advice of the Board.
3. Develop formal job description for part-time Directorate Federal Women's Program Coordinators.